COMPTROLLER'S OFFICE.

Subject—Regarding the supply of receipt books relating to several items of revenue of Municipal Councils.

Comptroller's Office Cir. No. 190 *L A.D*, *dated* 16*th October* 1930.

To

1. The Deputy Commissioners of Districts.
2. The President, City Municipal Council, Mysore.
3. The Municipal Commissioner, Bangalore City Municipality, Bangalore.

Government having in their Order No. 1266-75—Ml. 365-29-2, dated 13th August 1930, sanctioned the proposal to stock in this office and supply the receipt books relating to the collection of several items of revenue of the Municipal Bodies in the State, the following subsidiary instructions are issued in the matter:—

(i) The receipt books in the marginally noted forms of Municipal Manual, Part II Accounts, which were hitherto being supplied by the Superintendent, Government Printing, will henceforward be supplied by this office. The Superintendent, Government Printing, has been requested not to supply books in these forms direct to any Municipality or Deputy Commissioner.

Form No. 16 B for House tax
Do 17 B for Profession tax
Do 28 Octroi
Do — For Mis. Receipts and for taxes other than Pound and Octroi
Do 63 For Pound
Do 64

(ii) Every Municipality should in future apply to this office in the following form for these receipt books a fortnight before the last receipt book is likely to be exhausted and the indent should include a supply required for the next three months:—

Name of Municipality	Name of form	Date of last supply	Number supplied	Blance on hand	Number now required	Remarks	Signature of President or Vice-President

(iii) The practice which is prevalent in some Municipalities of issuing receipts in any counterfoil form available when a stock of the prescribed form is exhausted should be discontinued at once. Arrangements should be made to keep on hand a sufficient supply of receipt books in the prescribed form and the use of other substitutes strictly avoided.

(iv) In the consolidated indent of the forms, etc., of the Municipalities to be sent to the Superintendent, Government Printing by the 31st March of each year by the Deputy Commissioner, as per Note 2 to Rule 377, Municipal Manual, the receipt books in the forms referred to at (i) above, which are supplied by this office, should be omitted to be included and a separate annual indent for them sent to this office. This latter will be used for estimating the requirements of the local bodies and getting the forms printed but the actual supply to the Municipalities concerned will be made only on receipt of indents referred to in (i) above.

(v) Of the receipt books in forms 16 B, 17 B, 20, 28, 63 and 64 now in stock in the several Municipalities a supply sufficient to last for the next three months may be retained and the remaining books returned to this office at once with a report as to the number of books of each kind on hand, number retained for use in the next three months and number returned. An acknowledgment will be sent by this office for the receipt books returned which should be filed carefully and produced during local audit.

(vi) The receipt books supplied by this office should be continued to be entered in a stock book and accounted for as hitherto in the manner indicated in rule 377, Municipal Manual. Till receipt books containing machine numbered pages are supplied the pages in each receipt book should be serially numbered and a certificate as to the number of pages contained therein furnished under the signature of the President or the Vice-President before bringing it into use. The Municipal seal should be affixed on the top of each page.

(vii) With a view to enable this office to get a sufficient supply of these forms in advance from the Superintendent, Government Printing, the President of each Municipal Council (the Municipal Commissioner in the case of Bangalore City Municipality) is requested to intimate to this office, without delay the actual number of the books under each of these [illegible] or any substitutes therefor actually utilised during each of the past three years.